



Technical Standards and Safety Authority

Minutes of the Liquid Fuels Advisory Council Meeting on May 13, 2015

Minutes of the Liquid Fuels Advisory Council meeting of the Technical Standards and Safety Authority (TSSA) held in Boardroom 1434, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 9:00 a.m. on the 13th day of May, 2015.

- Present:** Robert (Bob) Smith (Chair), Canadian Oil Heat Association, Michelle Rae for Terry Ablett, Wagg's Petroleum Equipment Ltd., Eric Bristow, Canadian Fuels, Brent Francis, Francis Fuels Ltd., John Lastoria, Canadian Tire Corporation, and Jim Wood, McKeown & Wood Ltd.
- In attendance:** Ann-Marie Barker, Engineer (all items except 17), Zenon Fraczkowski, Engineering Manager (all items except 17), Kristian Kennedy, Policy Advisor (all except items 17); Maram Khalif, Council Coordinator (all items except 17); John Marshall, Director Fuels Safety Program (all items except 17); Robert Wiersma, Risk Management Advisor (item 11); David Scriven, VP Research and Corporate Secretary (items all except 17), and Peter Wong, VP Operations (all items except item 17).
- Regrets:** Trish Anderson, CIPMA, Dereck Northcote, Farmers Mutual Insurance, and Matilda Presner, Consumers Advisory Council.
- Guests:** Daniel Hoornweg, Chief Safety Risk Officer (item 1 to 15), Sarah Jeffrey-Hampton, Senior Policy and Program Analyst, Ministry of Government and Consumer Services (MGCS) (all items except 16).

1. Constitution of Meeting

R. Smith, Chair, called the meeting to order followed by roundtable introductions.

2. TSSA's Safety Reminder

J. Marshall provided information on the emergency evacuation procedures in case of fire during the meeting.

As part of the safety moment, council viewed a safety video about the prevention of Carbon Monoxide poisoning.

3. Approval of May 13, 2015 Agenda

Council members approved the agenda for the May 13, 2015 meeting as revised.

J. Wood added an item to the agenda under item 16 – Funding.

4. Approval of the Minutes

Council members approved the minutes from the December 2, 2014 Liquid Fuels Advisory Council meeting, as revised at the meeting, as being a true and correct record of that meeting.

A brief discussion regarding the use of the portal followed.



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5. Review Action Items From Last Meeting

A. Barker noted there were no action items arising from the last meeting.

Some of the previous outstanding action-items were completed as highlighted. The outstanding items were updated as follows:

- The Protocol for Fuel Oil Spills was completed as noted in the action plan.
- The working group examining the 10-year fuel oil inspections is ongoing issue and B. Francis will provide an update under item 9.

6. Council Chair's Report

The Chair informed council he was unable to attend the last Committee of Council Chairs meeting; therefore, he did not have an update.

7. TSSA CEO'S Report

As part of the advanced materials for this meeting, members received a report from the President and CEO regarding TSSA's key activities over the last quarter, which was treated as read.

D. Scriven, on behalf of M. Beard, highlighted the newly launched TSSA's external safety awards.

8. TSSA's External Safety Award

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, J. Myrie provided an overview of the eligibility and the selection criteria, as well as the nomination and recognition process.

Nominations can be received from all industries regulated by TSSA. Additional information on this program is available on TSSA's website.

ACTION: J. Myrie will send additional information factsheet for TSSA's external safety award to E. Bristow so he can distribute to his constituent.

9. 10-Year Fuel Inspection Working Group Update

B. Francis provided the background on this issue, noting that the 10-year anniversary for comprehensive inspections is approaching and the number of Oil Burner Technicians (OBTs) has declined over the years causing a shortage of skilled technicians to conduct these inspections. The reasons for the decline were mainly attributed to increasing liability as reflected in rising insurance costs.

Council extensively discussed this issue, including differences between southern and northern Ontario. Council recommended a contingency plan be developed to address the shortage of OBTs. To support the development of such a plan, J. Wood (with the support of COHA) agreed to conduct a survey among COHA members to identify distributors who may have trouble completing their 10-year inspections and share his findings with TSSA prior to the next meeting.



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ACTION: J. Wood will conduct a survey (with the help of COHA) and will present his findings to the working group and TSSA to formulate next steps.

10. Issues and Incident Reporting

J. Marshall reported to council that there were no incidents since the last meeting.

J. Marshall informed council that he was developing a business case for a pilot project for the inspection of private fuel outlets, i.e., private fleet operators. This pilot would be similar to the special building initiative. There is currently no oversight (such as licensing or registration) for this subsector.

There will be some challenges initiating the project since there are no associations to communicate and inform the industries that will be impacted. J. Marshall will work with TSSA's Stakeholder Relations Department to discuss how to approach this sector and find a satisfactory solution for compliance.

Council members were encouraged to provide any feedback, comments or suggestions around this project.

11. Liquid Fuels Safety Compliance

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, J. Marshall provided an overview of compliance rate by fuel type for FY10 Q4 to FY15 Q3.

Council requested a breakdown of the data for spills versus leaks. .

ACTION: R. Wiersma will include this level of detail in the presentation and provide a revised presentation with the distribution of the minutes.

12. Priority Safety Issues

Single wall fuel oil tank analysis: The data for single wall fuel oil tanks will be included in the annual public safety performance report coming out in September 2015. The report will be available at TSSA's AGM.

Public Education: TSSA has been very active in educating the public on the importance of annual maintenance of fuel burning appliances and carbon monoxide safety. This includes development of the <http://www.cosafety.ca/> website and collaboration with the Office of the Ontario Fire Marshal and utility companies to promote annual inspections and the installation of CO alarms.

For Liquid Fuels, TSSA has developed brochures on *Closing Your Fuel Site* and *Marina Safety*. The *Marina Safety* pamphlet was distributed at the meeting.

Council suggested that TSSA's Public Education group attend a future meeting to update the council on public education activities.

13. Risk Reduction Group (RRG) Update

As part of the advanced materials for this meeting, members received the status of all RRG activities in the Fuels Safety Program, which was treated as read.



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Liquid Fuels Handling Code (LFHC) consultation was noted as ongoing. The public consultation sessions are posted on TSSA's website. The comment period has been extended until September 2015.

14. Ministry of Government and Consumer Services (MGCS)

S. Jeffrey-Hampton highlighted the ongoing MGCS/TSSA regulatory review projects. The priorities are the Boilers and Pressure Vessels, Operating Engineers, Liquefied Natural Gas (LNG) and Upholstered and Stuffed Articles regulations. She also indicated that MGCS is actively participating in the consultation process for TSSA's Liquid Fuels Handling Code.

She further informed council that there has been no significant changes regarding Source Water Protection. Consultation remains ongoing with the Ministry of the Environment (MOE) and the 19 local Source Water Protection committees. A number of the committees continue to name TSSA and/or MGCS as implementing bodies for fuel related policies. TSSA and MGCS will continue to work with these committees to formulate individual implementation plans that are acceptable to all parties.

15. Other Issues

Ontario College of Trades (OCOT): K. Kennedy reported to council that the government of Ontario has initiated a review of OCOT (the Dean Review). TSSA made a submission to the Dean Review and met in-person with Mr. Dean few weeks ago. TSSA's principal concern with OCOT is the regulatory overlap and public safety risks that would result from the issuance of two gas technician certificates of qualification. TSSA emphasized the importance of the public safety function that it plays in relation to the gas technician trade and encouraged Mr. Dean to consider this when providing his recommendations in his report.

In the meantime, TSSA will continue to work with OCOT to address regulatory overlap.

16. Questions on Information Items and Other Business

Memberships: The following members renewed their terms: M. Rae renewed T. Ablett's term on his behalf, Brent Francis, E. Bristow, R. Smith, J. Lastoria, and J. Wood.

T. Anderson and M. Presner were not present to renew their memberships and will be contacted after the meeting.

E. Bristow would like to suggest candidates for J. Marshall and R. Smith to consider for the Transporter vacancy of the council.

ACTION: E. Bristow to provide suggestions for the Transporter sector of the council.

ACTION: M. Presner and T. Anderson will consider renewing their terms.

Funding: J. Wood requested TSSA to consider changing its business model from a fee-for-service method to a fee-for-permit method similar to the Electrical Safety Authority (ESA).

Council suggested that TSSA invite ESA to the next meeting to explain their fee structure.

ACTION: TSSA to invite ESA to the next council meeting to present the fee-for-permit method.



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17. In Camera

Council met *in camera* without management and guests.

18. Termination

The meeting was terminated at 2:30 p.m. The next meeting is scheduled for November 18, 2015.